



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

July 30, 2009

Duane Knockerbocker, Co-Owner  
[duena@browermechanical.com](mailto:duena@browermechanical.com)  
Brower Mechanical, Inc.  
4060 Alvis Court  
Rocklin, CA 95677

Dear Mr. Knockerbocker:

RE: **FINAL MONITORING VISIT REPORT** for Brower Mechanical, Inc. – ET07-0336

<b>Attendees:</b>	Brower Mechanical Representatives: <b>Debra Dickmeyer, Administration</b> ; ETP Representative(s): Kristie Ohta, ETP Analyst		
<b>Visit Location:</b>	Teleconference		
<b>Date of the Visit:</b>	April 8, 2009	<b>Beginning/End Time:</b>	7:40 am – 8:30 am
<b>Term of Agreement:</b>	May 8, 2007 May 7, 2009	<b>Agreement Amount:</b>	\$47,520
<b>Training Start Date:</b>	October 2, 2007	<b>Reimbursement Amount:</b>	\$22.00
<b>Date Training must be Completed:</b>	February 6, 2009	<b>Number of Trainees to Retain:</b>	48
<b>Type of Trainee:</b>	Retrainee	<b>Range of Hours:</b>	8 - 60
<b>Action Required:</b>	<b>NO</b>	<b>Weighted Ave. Hours:</b>	60
		<b>Recommended Hours for Progress Payment 1</b>	<b>11.25</b>

## Final Report Summary:

- **History Of Agreement Changes**

The Agreement was executed on 08/17/07 and training began on 10/2/07. Your staff reported that all training was completed on 01/07/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement, 05/07/09.

ETP approved Agreement Modification No. 1 on March 4, 2008 to modify the term of the Agreement to May 8, 2007 – May 7, 2009, to allow Brower Mechanical to provide the necessary training to their employees and complete retention within the term of the Agreement.

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ETP (04/15/05)

- Interview with Debra Dickmeyer, Administration
- What barriers, if any, did your company experience in implementing your ETP project?  
*Making sure that the managers scheduled the training program and having their participants sign the necessary documentation.*
- What problems, if any, did your company experience with ETP record keeping?  
*None - we had them pre-filled for those attending the different training programs.*
- What assistance could ETP have provided that would improve the process for future Contractors?  
*Kristie was very helpful with the whole program process.*
- How did your company benefit from the ETP training?  
*We were able to provide additional training that would not have been possible without this program. Small companies are always up against the cost of training and keeping good help. ETP was able to help us with that factor.*

**Project Status:**

<b>Planned Number of Trainees:</b>	48	<b>Total Agreement Training Hours:</b>	2,880
<b>Trainees Enrolled:</b>	50	<b>Training Hours Recorded:</b>	1,036
<b>Trainees Started Training:</b>	50	<b>Potentially Reimbursable Hours:</b>	1,036
<b>Number of Trainees Dropped:</b>	20	<b>Number of Trainees Completed Training:</b>	30
<b>Completed 8 hours:</b>	30	<b>Trainees in Retention:</b>	- 0 -
<b>Completed Minimum hours:</b>	30	<b>Trainees Completed Retention:</b>	30

Brower Mechanical's records show that 30 trainees have completed training and the 90 day retention period (62.5% of planned retentions). Brower Mechanical projects earnings to be \$22,792 (48% of the encumbered total \$47,520.) Current records show that Brower Mechanical has received \$0 in progress payments, of which \$0 has been approved as earned.

**Attendance Rosters:**

During the term of the Agreement Ms. Ohta conducted 100 percent review of all class/lab rosters to ensure they are being completed correctly and to ensure the accuracy of the information. You normally use ETP's approved multiple day / multiple trainee roster. All rosters reviewed met Panel requirements for documenting this training. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

All records will be retained within the control of the primary contractor and shall be made available for review at the contractor's place of business within the State of California.

**Invoices:**

During this visit Ms. Ohta and Ms. Dickmeyer processed progress payment 1 and 2 for 30 trainees. The final fiscal closeout invoice will be submitted in the near future.

**Location Of Training:**

Training under this Agreement has taken place at the contractor's facility in Rocklin, California.

**Audit:**

Brower Mechanical will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**Record Retention:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding your contract or the contents of this Report, please contact ETP at 916.327.5239 within ten (10) working days upon receipt of this document.

Sincerely,



Rosa Hernandez, Manager  
Sacramento Regional Office



Kristie Ohta, Program Analyst  
Sacramento Regional Office

cc: Debra Dickmeyer – [debra@browermechanical.com](mailto:debra@browermechanical.com)  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor \_\_\_\_\_ \*\*